



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DISTRICT ATTORNEY INVESTIGATOR I	Class No. 005756
DISTRICT ATTORNEY INVESTIGATOR II	Class No. 005755
DISTRICT ATTORNEY INVESTIGATOR III	Class No. 005754

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■ CLASSIFICATION PURPOSE

To perform a wide variety of investigations of alleged or suspected violations of criminal and civil laws; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

All positions in this series are allocated only to the District Attorney's Office. Incumbents are sworn peace officers with law enforcement duties.

District Attorney Investigator I:

This is the entry-level class of the series. Under general supervision, incumbents perform routine investigations on a wide variety of criminal and civil matters, receiving and following guidelines on the scope and methods to be used in completing assignments.

District Attorney Investigator II:

This is the first working-level class of the series. Under general supervision, incumbents perform progressively more responsible criminal and civil investigations.

District Attorney Investigator III:

This is the journey-level class of the series. Under direction, incumbents independently perform a full range of criminal investigations including the more difficult; provide technical guidance and training to investigative staff, and may serve as team leaders of investigative activities.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

District Attorney Investigator I

Essential Functions:

1. Conducts investigations and surveillance and undercover operations.
2. Participates in multi-agency law enforcement task forces with Federal, State and local agencies.
3. Locates and interviews principles and witnesses, and protects and relocates witnesses.
4. Performs extradition of prisoners from other jurisdictions.
5. Prepares arrest and search warrant affidavits and participates in the execution of Federal, State and local arrest and search warrants.
6. Performs investigations for the Grand Jury.
7. Initiates civil and criminal fraud and hazardous waste investigations.
8. Participates in Federal, State and local law enforcement intelligence activities.

9. Performs County-wide misconduct investigations on elected officials, attorneys, police agencies, other county departments and private investigators.
10. Assists out-of-state law enforcement agencies.
11. Participates in law enforcement Mutual Aid incidents.
12. Participates in asset forfeitures with Federal, State and local law enforcement agencies.
13. Prepares reports for use in the evaluation and prosecution of criminal cases.
14. Analyzes books, records, and accounts.
15. Collects, compiles, provides for preservation and analyzes factual information.
16. Testifies in court.
17. Serves subpoenas.
18. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Non-Essential Functions:

1. Prepares diagrams, charts, and scale drawings; photographs crime scenes and other items of evidence.
2. Assists Deputy District Attorneys in arranging appearance of witnesses at trials and hearings and in presenting of evidence.
3. Operates electronic equipment.
4. Maintains logs, records, and files.

District Attorney Investigator II

Essential Functions:

All the functions listed above and

1. Acts as team leader coordinating investigative activities.
2. Provides technical training and guidance to investigators and support staff.
3. Provides expertise in investigative specialty areas such as narcotics, gangs, domestic violence and the Superior and Municipal Courts.

District Attorney Investigator III

Essential Functions:

All the functions listed above and

1. Plans, assigns, supervises and evaluates the work of subordinate investigators and support staff.
2. Reviews and monitors reports prepared for use in the evaluation and prosecution of criminal cases.
3. Performs the most complex, sensitive and specialized investigations.
4. Assists in developing and implementing investigative policies and procedures.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Principles and techniques of criminal investigation including: gathering, preserving and presenting evidence, basic identification techniques and modus operandi.
- Laws of arrest, search and seizure, rules of evidence, and courtroom procedure.
- Interviewing and interrogation techniques.

- County customer service objectives and strategies.

District Attorney Investigator III (in addition to the above):

- Principles and techniques of supervision and training.

Skills and Abilities to:

The following apply to all classes:

- Gather, assemble, analyze, and evaluate facts and evidence to draw logical conclusions and to make sound recommendations.
- Prepare, review, and evaluate investigative reports.
- Obtain information through interview and interrogation.
- Operate photographic, electronic, and various scientific investigative equipment.
- Prepare diagrams, charts, and drawings.
- Prepare and execute legal documents such as subpoenas, affidavits, and warrants.
- Use firearms skillfully and effectively.
- Maintain logs, records, and files.
- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with County staff, representatives from outside agencies, and the public.
- Present evidence in court.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

District Attorney Investigator III (in addition to the above):

- Provide training and guidance to subordinate staff.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

District Attorney Investigator I:

Two (2) years of recent experience as a peace officer working for a Federal, State, or local law enforcement agency, one (1) year of which must have been conducting full-time, comprehensive and complex criminal investigations, AND:

1. Completion of a California P.O.S.T. accredited law enforcement academy and possession of a valid basic P.O.S.T. certificate; OR,
2. Completion of a Federal law enforcement academy of ten (10) weeks or longer (FBI, CIA, DEA, IRS, etc.).

Subsequent to employment, anyone hired under section (2) will be required to meet the P.O.S.T. provisions through equivalency testing and/or completing any P.O.S.T training necessary (see California Penal Code Sections 830 and 13511).

District Attorney Investigator II:

One (1) year of experience comparable to District Attorney Investigator I with the County of San Diego, AND completion of the California P.O.S.T. or Federal law enforcement academy as outlined above, AND completion of the 80-hour District Attorney Investigation and Trial Preparation Course required by P.O.S.T.

District Attorney Investigator III:

One (1) year of experience comparable to District Attorney Investigator II with the County of San Diego, AND completion of the California P.O.S.T. or Federal law enforcement academy as outlined above, AND completion of the 80-hour District Attorney Investigation and Trial Preparation Course required by P.O.S.T.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: standing, sitting, bending and stooping, walking, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards, writing materials and other equipment including firearms, cameras, binoculars and tape recorders. Occasional: carrying, climbing, crawling, jumping, pushing, pulling, running and squatting.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

Applicants must possess either:

1. A valid California Basic (or higher) P.O.S.T. Certificate; OR,
2. A certificate of completion of a Federal law enforcement academy of ten weeks or longer.

### Working Conditions

Appointees may be required to perform investigative duties and assignments during irregular work hours.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

### Medical/Physical Exam:

Prior to appointment, candidates must be found by a licensed physician, to be free from any physical, emotional or mental conditions which might adversely affect exercising the powers of a peace officer. Employment offers are contingent on passing a rigid medical examination and a psychological evaluation. Vision must be at least 20/100 in each eye, correctable to 20/30 or better.

### Peace Officer Provisions:

1. Appointees enter the County Retirement System as a Safety Member and are not covered under Social Security.
2. Appointees are "Peace Officers" as defined in Section 830.1 of the California Penal Code for the purpose of carrying out the duties of their employment, and as such will be required to purchase and carry a firearm, holster, and handcuffs.

### Probationary Period:

District Attorney Investigator I:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

District Attorney Investigator II/III:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: November 3, 1995**  
**Revised: February 9, 2004**  
**Reviewed: April 2004**  
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District Attorney Investigator I (Class No. 005756)  
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Union Code: DI      Variable Entry: Y  
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Union Code: DI      Variable Entry: Y